TRAINING POLICY AND PROCEDURES MANUAL

2009

International Livestock Research Institute (ILRI)
Capacity Strengthening Unit (CaSt)
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Acronyms

AD&D ???

AIDS Acquired Immunodeficiency Syndrome

ARV Antiretroviral

CaSt Capacity Strengthening

CGIAR Consultative Group on International Agricultural Research

DEA Diplôme d'études approfondies (is a former postgraduate degree in French)

HIV Human Immunodeficiency Virus

ILCA International Livestock Centre for Africa

ILRAD International Laboratory for Research on Animal Diseases

ILRI International Livestock Research Institute

KES Kenya shilling

MSc Master of Science

NARS National Agricultural Research Service

PhD Doctor of Philosophy

PPM Personnel Policy Manual

TPPM Training Policy and Procedures Manual

USD United States dollar
Administration of the training policy and procedures manual

Introduction

The ILRI Training Policy and Procedures Manual has been issued by the Capacity Strengthening Unit (CaSt) of the Directorate of the Partnership and Communication, following the review by the Management Committee, and with the approval of the Director General.

The Manual is effective from January 2009. It replaces all previously issued regulations, guidelines, memos and statements regarding training at ILRAD, ILCA and ILRI.

The Manual sets out the responsibilities of staff and trainees at ILRI. It is not a confidential document and will be made freely available. It will be of interest to ILRI’s partners where trainees are registered and it will be essential reading to all ILRI trainees and ILRI members of staff who are advisors or supervisors.

The Manual serves several purposes:

a. to provide a written reference to policies and procedures for training at ILRI;
b. to describe the responsibilities of all those involved in designing, supervising and organizing training at ILRI;
c. to ensure that ILRI provides training of high quality;
d. to ensure that the ILRI training program is transparent, administered uniformly and easily accessible for all partners.

The Manual can only be changed by the Directorate of Partnership and Communication, subject to the approval of the relevant authority, which may be the Management Committee or the Director General. Any changes to the Manual will be communicated in writing to ILRI staff, trainees and the advisors and supervisors of trainees by the Manager of CaSt.
Part One: General procedures for training at ILRI

Section one: General conditions of service for trainees

a. Introduction

ILRI is concerned to provide fair and appropriate condition for participants in all categories of the institute's training program.

The Training Policy and Procedures Manual (TPPM) sets out the duties and responsibilities particular to each category of the ILRI training program, and includes a Code of Behaviour for all trainees. This section of the Manual establishes the general conditions of service for trainees at ILRI.

All trainees are members of the Capacity Strengthening Unit and therefore are ultimately answerable to the CaSt manager and by virtue of their work program, to their designated course coordinator or supervisor and relevant Program Leader.

As with the rest of the Manual this Section refers to all trainees working at ILRI, with a contract from ILRI, whether ILRI is wholly or partially funding the training, or is not providing any direct financial support.

Reference is made throughout the TPPM to long-term and short-term trainees. Specific details are given in the relevant section; however, in general short-term trainees are on technical training and long-term trainees are on degree-related research.

b. Hours of work

All trainees are expected to devote themselves to the course or individual study program to which they are attached. The official hours of work are promulgated by the Director General or his designate like the Director of Administration or Director of HR and the Program Leader. Trainees are expected to make themselves available for work outside the official working hours when the course coordinator, advisor or supervisor or circumstances demand them.

c. Holiday and leave

Participants in group training course will often be required to work in the evenings or during official holidays and over weekends, according to the timetable set by the course coordinators.

Short-term individual trainees have no leave entitlement, but may take the official holidays that fall within their study period at ILRI. However, it may be necessary for short-term individual trainees to work during such holidays and over weekends as required by their supervisor and by the time limit placed on short-term trainees. The trainees will work on designated hours and may have to work off-office hours to adhere to the time lines set by their supervisors.

d. Annual leave

Long-term individual trainees are entitled to annual leave of two work days per month, as set out in the respective section of this Manual. Annual leave cannot be accumulated from year to year, nor will cash payments as a substitute of annual leave be made to long-term individual trainees. Applications for leave should be made through the supervisor to the CaSt Manager or his designate. No request for leave will be approved in the first three months of a trainee's contract, except in exceptional circumstances.
Provided their work schedules permit, long-term individual trainees may observe the official holidays of each duty station.

Trainees obliged to work on official holidays by circumstances or their advisor or supervisor will not be compensated by overtime payments or by alternative holidays.

e. Sick leave

Group course or short-term trainees should ensure that the course coordinator or the responsible CaSt staff member in Addis or in Nairobi or the Team Leader in outreach sites and the supervisors as appropriate are notified within 24 hours of any sickness. ILRI reserves the right to discontinue a trainee’s participation in a course or short-term study program in the case of prolonged or repeated sickness.

Long-term individual trainees must ensure that the responsible CaSt staff member in Addis or in Nairobi or the Team Leader in outreach sites and their supervisors are notified within 24 hours of any sickness. Before the end of the fourth working day of sick leave, taken at one time cumulatively, a certificate from an ILRI approved medical practitioner is required, which must be submitted to the responsible CaSt staff member in Addis or in Nairobi or the Team Leader through their supervisor. In the case of prolonged or repeated illness the trainee’s medical condition will be reviewed and ILRI reserves the right to discontinue the study program, if deemed necessary. The sick leave provision will be handled on case by case basis by the CaSt Manager in consultation with the supervisor.

f. Maternity leave

Group course and short-term trainees are required to decline invitation to ILRI training programs if they expect to deliver a child during the period of the training or within three months of completing the training.

Long-term individual trainees perusing MSc and PhD program are entitled for a three months maternity leave. Maternity leave will not be accepted as justification for an extension to a trainee’s contract.

ILRI trainees are entitled to paternity leave. This will not be accepted as justification for the two weeks of an extension to a trainee’s contract.

g. Travel

Trainees who are funded by ILRI will be provided with economy class travel by the most direct route (home institution–ILRI duty station) at the start and (ILRI duty station–home institution) at the completion of their training. Their travel and, where appropriate, will be authorized and arranged by the CaSt unit in accordance with the existing travel policy of ILRI.

Travel for non-ILRI funded trainees is the responsibility of the trainee, who should agree on the travel schedule with the CaSt unit. No travel to or from ILRI should be undertaken by non-ILRI funded trainees without the written authorization of the CaSt unit.

Group course participants will be provided with local transport according to the program of the course and the condition stipulated in the course announcement.

Short-term individual trainees may not go on mission travel outside the country of their ILRI duty station. Any official travel within the country of the duty station must be authorized by their supervisor; and governed by the existing travel policy of ILRI.
Long-term individual trainees may undertake mission travel within the country of their duty station. In clearly defined circumstances, where the travel is directly related to the immediate requirements of their study program at ILRI, mission travel outside the country of their duty station may be authorized.

Internal mission travel will be authorized by the immediate supervisor. External mission travel will be authorized by the responsible staff member of CaSt (or the Team Leader, for trainees based in outreach sites) on the basis of available funds as stipulated in their contracts and of clear terms of reference endorsed and approved by the advisor or supervisor.

A back-to-office report must be submitted to the CaSt unit through the supervisor or the Team Leader in outreach sites within 10 days of returning from the mission. A mission expense report must also be submitted within 10 days of completion of the mission. Both these reports should be submitted in the format pre-set by the CaSt Unit.

h. Travel insurance

Where international travel is involved, ILRI travel insurance policy will apply and the sponsor will cover the cost involved.

i. Stipend advance

Group course and short-term individual trainees are paid appropriate allowances and are not entitled to any advances or loans from ILRI.

Long-term individual trainees are eligible to request one stipend advance (defined as a sum of money equivalent of up to one month’s stipend repayable over a three-months period interest free) on arrival at their ILRI duty station. They are not eligible for further stipend advances, nor for stipend loans.

ILRI will not accept responsibility for a trainee’s financial commitments at his or her permanent or last place of employment incurred before joining the ILRI training programs. This will include obligations to the home institution or registering university, domestic and family responsibilities (beyond those clearly stated in the trainee’s contract) income tax etc.

ILRI will not accept any responsibility for private and personal financial commitments entered into during the trainee’s period of study at ILRI.

j. Payment and issuance of allowances

Participants in group training courses cannot request ILRI to pay their daily allowance in a currency other than that of the country in which the course is taking place. Approved en route and transit expenses incurred by the group course participant during ILRI scheduled travel arrangements may be reimbursed in a negotiable currency provided it is stipulated in the course announcement.

Short-term individual trainees who are assigned outside their home country are paid allowances in the local currency of the duty station. These allowances cannot be paid in foreign exchange. However, approved en route and transit expenses incurred by the trainee during ILRI scheduled travel arrangement may be reimbursed in foreign currency and in exceptional circumstances, to be determined by the Cast Manger.

All long-term individual trainees will be paid in convertible local currency of the duty station unless this is against the local currency regulations, in which case allowances will be paid in non-convertible local currency. Where payment is made in a non-convertible local currency depending on the circumstances at
the discretion of the CaSt Manager, ILRI will allow long-term trainees to remit a portion of the stipend in a convertible currency. Such transaction can only be made once per quarter.

Payment to long-term trainees based at a non-ILRI duty station in their own country requires submission of an attendance form to their supervisor and to the CaSt unit.

k. Hire and use of ILRI vehicles

Group course participants and short-term trainees are not eligible to drive or hire for self-drive any ILRI vehicle. All requirements for transport by group course participants will be authorized and organized by the course coordinators.

In other cases the hire and use of ILRI vehicles is in accordance with the existing transport policy of ILRI. Long-term trainees and research fellows are encouraged to read and familiarize with the Transport Policy of ILRI.

l. Correspondence and communication with trainees

The CaSt unit is the focal point for all internal and external correspondence concerning trainees so as to ensure one store of knowledge on trainees within the institute.

To this end all correspondence involving a trainee to and from whatever source should be copied to the CaSt Unit.

For a long-term out station trainings, trainees should send a short report to the supervisor every two weeks.

m. Trainee contracts

All short- and long-term individual trainees will be given a contract by CaSt unit irrespective of whether ILRI is funding all, part or none of the trainees’ program.

The following procedure will be followed in issuing the contract to ILRI trainees.

a. The nomination will come from the institute where a trainee is currently employed.
b. The request for contract will originate from the Operational Project Leader/staff responsible for the activity.
c. Contract of all trainees will be prepared by CaSt in consultation with the relevant ILRI Project Leader and staff. The contract will be prepared and signed by Manager of CaSt on behalf of ILRI.
d. Signatories to the trainee contract will be as follows: Manager of CaSt, the internal and external supervisors (where relevant) of the trainee; and the head of the nominating and employing institution of the trainee (where relevant).

n. Individual trainees outreach

All individual trainees destined to work in ILRI outreach sites will be approved, and appointed through the office of Manager of CaSt and will be handled according to the procedures laid down in this Manual.

Each trainee will have an advisor or supervisor in the outreach site.

Official travel for short-term and long-term trainees, within the country of the outreach site, will be approved by the supervisor.
Mission travel for long-term trainees outside the country of the outreach site will be approved by the Team Leader, with a copy of the approval being subsequently sent to the Manager of CaSt Unit.

A back-to-office report must be submitted to the Manager of CaSt, the Team Leader and the supervisor within 10 days of returning from the mission. A mission expense report must also be submitted within the same period.

Visits by non-ILRI advisors or supervisors to trainees in outreach sites require approval and the preparation of a consultancy contract in advance through the office of the Manager of CaSt.

The Team Leader of each outreach site will serve as the point of reference for trainees in the outreach sites for issues that cannot be resolved by the supervisor. The Team Leader will either resolve the problem or pass the problem to the Manager of CaSt if necessary. Then, the Manager of CaSt will accept responsibility to ensure that the problem is resolved and the resolutions are communicated back to the Team Leader.

It is important that all correspondence to and from and concerned trainees in outreach sites should be copied to the office of the CaSt Unit.

0. Non-ILRI associated professional responsibilities of trainees

All ILRI trainees, whether funded by ILRI or not, will be expected to devote their full attention to their ILRI training and study program. No alternate employment during the period of the study program will be permitted.

The home institution of each group course participant and individual trainee will be expected to relieve the trainee of all teaching and administrative responsibilities for the period of the trainees’ study program. This requirement will apply particularly to trainees working within their own country. Any ongoing or employer-generated research activity continued by a trainee during training at ILRI must be approved in advance at the start of the study program by the ILRI supervisor, Manager of CaSt and the Program Leader, and be directly relevant to the trainee’s approved study program at ILRI.
Section two: Code of Behaviour

a. Introduction

A Code of Behaviour is necessary to make clear the standard of behaviour expected of trainees at ILRI and to ensure the fair and consistent treatment of trainees.

The Code is to be taken as a positive statement and its primary intention is to help trainees rather than to set out punitive actions.

Breaches of the Code will result, in the first place, in discussions between the trainee, the immediate supervisor, the Manager of CaSt and such other people as may be relevant, to establish and agree on the facts of the case.

Trainees found to be in breach of the Code of Behaviour will be reported to their nominating institution.

The Disciplinary Code set out in the Personnel Policy Manual applies to the regular staff, but not to trainees who are bound to the provisions laid out in the Training Policy and Procedures Manual.

The Code of Behaviour applies to all categories of short- and long-term individual trainees and to participants in ILRI group training courses whether or not the trainee is sponsored or funded by ILRI.

The Code will apply to all training activities directed or supervised by ILRI staff:

1. group training courses at any ILRI facility (host country sites, field sites, outreach sites etc.) or at a non-ILRI facility (another institution, hotel etc.);
2. individual trainees working at an ILRI facility, or a non-ILRI facility or on a professional mission funded by ILRI, during the period the trainee is under contract to the institute.

b. Provisions of Code of Behaviour

It is expected that all trainees will behave in a proper and professional manner. Such behaviour will include:

1. adherence to the responsibilities given to the trainee in this ILRI Training Policy and Procedures Manual;
2. adherence to the timelines setup by the supervisors.
3. group trainees attending all designated lectures, practicals, field visits etc., unless convincing reasons are given, in advance, to the course coordinators;
4. individual trainees seeking guidance and instructions from their advisor/supervisor in all professional matters relating to their work at ILRI and informing and getting approval of their advisor/supervisor of times and periods when they will be absent from their assigned place of work;
5. adherence to all other ILRI rules and regulations (of the hostel, library and ILRI safety rules);
6. respecting ILRI staff, course lecturers and fellow trainees, being neither disorderly, violent or insubordinate;
7. respecting the belongings and property of ILRI and of fellow trainees and not being responsible for sabotage, willful damage, fraud or theft;
8. general behaviour that will not bring ILRI into disrepute;
9. observance of the rules and regulation of the host country government required of a foreigner.

It is to be noted that observance of the Code of Behaviour will be taken into account during the annual review of long-term individual trainees and fellows, but not withstanding the full observance of the Code.
the annual review will also be taken into account the professional performance and progress of the trainee. Poor performance or progress may also result in taking steps to address this issue.

c. Consequences of breaching the Code of Behaviour

All alleged breaches of the Code are to be communicated in writing to the Manager of CaSt or his/her delegate who will then seek to establish the background and facts relating to the breach.

The Manager of CaSt or his/her delegate will then meet with the trainee, and such other people as may be relevant, to seek agreement on the occurrence and cause of the act or misbehaviour.

The Manager of CaSt may delegate his or her responsibilities to an outreach team leader or such other ILRI staff as may be appropriate.

ILRI Administration will be consulted about the breach of the Code and appropriate actions, and will also be kept informed by the Manager of CaSt.

When the Manager of CaSt has established that breach of the Code of Behaviour has occurred, he or she will communicate this to the trainee’s nominating institution.

The objective of the discussions with the trainee is to establish and gain the agreement of the trainee as to the occurrence and causes of the breach, and then to agree on an appropriate response by ILRI to the breach.

The responses by ILRI to a breach of the Code of Behaviour may include one or more of the following:

1. a verbal or written warning from the Manager of CaSt Unit with copies to the supervisor and ILRI Administration;
2. denial of access to the ILRI library, laboratories, experimental fields or social or specified administrative facility for a specified period of time;
3. a trainee being asked to pay the full cost of repair or replacement following damage of property or belongings of ILRI or a fellow trainee or an ILRI staff member;
4. a long-term individual trainee being sent back to the nominating institution for an agreed period, after which the trainee may resume his or her training program, provided an assurance of good behaviour is given. During this period any stipend paid by ILRI will stop. This action is not to allow investigation but is designed to encourage a trainee to examine his or her career plans and reflect upon them. On resumption of training at ILRI after the period of suspension, the stipend will resume, but no back stipend will be paid for the period of suspension. The sponsor (if applicable), the nominating institution and the Director General of ILRI will be informed by the Manager of CaSt before the suspension takes effect;
5. final termination of the trainee. Accordingly, the sponsor (if applicable), the nominating institution and the Director General of ILRI will be informed by the Manager of CaSt.

A letter will be sent to the nominating institution explaining the breach of the Code by their candidate. Since the procedure is to attempt to gain agreement as to the breach of the Code of Behaviour, its causes and consequence, there is no appeal mechanism put in place.
Section three: The ILRI training database

The CaSt Unit has the responsibility for updating and maintaining the database of all group and individual trainees who have studied at ILRI.

The database includes the following information:

a. Group course participants
   - Course title, course dates, and venue
   - Name, nationality, sex, date and place of birth, educational qualification, discipline
   - Languages
   - Address (including telephone, fax, telex and e-mail)
   - Employer, address, acronym, department/section
   - Discipline, diploma or degree awarded, when and where
   - Work experience
   - Nominator and funding agency

b. Individual trainees
   - Category of training, with start and finish dates
   - Name, nationality, sex, date and place of birth
   - Languages
   - Address (including telephone, fax, telex and e-mail)
   - Position and job title
   - Employer, address, acronym, department/section
   - Discipline, diploma or degree awarded, when and where
   - Work experience
   - Nominator/referees
   - University supervisor (for Graduate Fellows)
   - ILRI advisor/supervisor
   - ILRI project/thesis title
   - ILRI study site

In addition to the main training database and alumni network the CaSt unit will also produce a compendium of the thesis abstracts completed on a yearly basis. A subsample of individual trainees will be monitored on a continuous basis to trace the long term impact of training.
Section four: Introduction and orientation of trainees to ILRI

a. General

ILRI is concerned to ensure that all trainees become familiar with the work and overall strategy of ILRI and consequently become integrated into the life and work of the institute, thus avoiding the feeling that they are restricted to the confines of their own study program. This encourages collegiality, but also works to reduce a sense of isolation that can be felt by trainees when they do not know the offices and the staff of ILRI particularly in their early days in the institute.

The process of introduction starts before trainees arrive in ILRI. The CaSt Unit sends an information leaflet relevant to the category of the trainee, including group course participants. The leaflet allows the trainee to prepare for and travel to ILRI and ensures that he or she is properly equipped to live and work at ILRI.

As set out in the respective sections of this manual, before they agree to join the ILRI training program, individual trainees will have participated in the preparation or agreement of the research outline that will form the basis of their own study program at ILRI. This enables trainees to travel with the relevant materials and data and allows a rapid start to the study program and integration of the trainee into existing ILRI operations.

Part of this endeavour by ILRI also includes a formal introduction and orientation to the structure and staff of the institute as soon as possible after the trainee’s arrival. It is to this issue that this Section is addressed.

b. Group course participants

All ILRI training courses include presentation of ILRI’s strategy and work outside the subject area of the course, a formal welcome and introduction by senior staff of the institute, and when possible, a tour of the ILRI facilities including a visit to the ILRI library and InfoCentre.

On arrival at the ILRI training site group trainees are given a package of information which includes the program of the course, the list of course participants and lectures, and information on ILRI.

c. Individual trainees

On arrival at ILRI, individual trainees are given a package of information by CaSt that gives further material on ILRI and their ILRI duty station. Trainees reporting directly to an ILRI outreach site receive information on ILRI and the country of the duty station from the Team Leader.

A summarized curriculum vitae for all arriving individual trainees is circulated to ILRI staff by CaSt.

On the first arrival at ILRI (either at the start of their training or on the first visit to ILRI Ethiopia or ILRI Kenya from their duty station at an ILRI outreach site), individual trainees are introduced to concerned ILRI staff by CaSt.

Individual trainees reporting directly to an outreach site are introduced to the staff of the site by the Team Leader.

The CaSt Unit will ensure that each individual trainee is quickly in contact with his or her supervisor.
Part Two: Short-term individual training

Section one: Attachment Associates and Student Associates

i. Attachment Associates

a. Eligibility

Attachment Associates are university or polytechnic students who come to ILRI on work attachment. The work attachment must be a requirement for the course completion and the application must come from the institution of registration.

b. Application and selection

ILRI identifies those areas into which students will be taken on attachment and relays this information to the relevant learning institutes. All students are eligible as long as a) they have not previously been to ILRI on attachment b) the attachment is a mandatory part of their degree/diploma. Selection is done by the potential supervisor of the work area in conjunction with CaSt Manager.

c. Supervision and reporting

When accepting a request to train a student, the concerned ILRI section coordinator is responsible for all technical matters and CaSt is responsible for all non-technical and administrative functions.

Before departure from ILRI the trainee is required to prepare a report on the training received and complete an assessment form. The technical report, endorsed by the ILRI supervisor, is submitted to the Manager of CaSt through the supervisor. Following its acceptance, a copy of the report together with ILRI’s response will be sent by CaSt to the trainee’s nominating institution.

There are no extensions for Attachment Associates beyond a total of three months.

ii. Student Associates

a. Eligibility

Student Associates are young students from either developed or developing countries usually working on their first degree, who want experience in developing countries to help them with their career decisions or to complete requirements for their degree. They work with ILRI’s research program for periods of up to six months. Students from donor countries are included since a) there is justifiable desire in donor countries to have personnel who are familiar with the problem of animal agriculture in developing countries; b) the inclusion of these students does not displace students from developing countries; and c) they are not financed from ILRI funds.

Student Associates are nominated by their registering universities and must have access to non-ILRI funds for their travel to the study site and, if possible, for their living and accommodation expenses. Applications may be made by individuals but be endorsed by their university.

Work related expenses are borne by the ILRI program or study site that accepts to have the associate.
b. Application and selection

All applications are sent to the Manager of CaSt and include a) the student's curriculum vitae; b) a statement of the research areas of interest to the student; and c) two confidential letters of recommendation from university staff members. The application is then discussed with the research program. If acceptable in principle, an ILRI supervisor is identified. It is expected that Student Associate research projects will be limited in nature, usually involving participation in field/laboratory work and data collection or data/information review. Student Associates are unlikely to be independent investigators. The applications and outline research project will be subject to approval by the Program, and Manager of CaSt, with the appropriate university staff. Each Student Associate is given a contract prepared by the CaSt Unit.

Successful applicants and their University are notified by CaSt. A copy of research outline/research project is also sent and once this is agreed to by the University, the Student Associate is invited to travel to the ILRI study site.

c. Supervision and reporting

The Student Associate is required to prepare short (1–2 pages) report before the end of the first month summarizing the actual research project, and setting out the methodology being used. This brief report is intended as a check in the system to ensure that the Student Associate has been successfully integrated into a research project. The report should be endorsed by the supervisor and submitted to the Program Leader/Team Leader and Manager of CaSt.

The ILRI supervisor is responsible for all matters pertaining to the work program, and the CaSt Unit is responsible for all ILRI non-research and administrative functions.

At the end of the study period, the Student Associate is required to prepare a comprehensive final report usually not exceeding five typed pages. This report endorsed by the supervisor, is submitted to the research Program Leader/Team Leader and copied to the Program Leader. The associate is also expected to complete an evaluation form sharing his/her experience and possible suggestions for improvement of the program.

Following its acceptance the Manager of CaSt send a copy of the report together with ILRI's response to the Student Associate’s university.

Student Associates/Attachment Associates are expected to abide by the ILRI Code of Behaviour of Trainees

d. Terms and conditions for Student Associates and Attachment Associates

Contract: Between ILRI, the Student Associate and the University of registration or the Attachment Associate and the registering institution

Duration: Six weeks to six months to be specified in advance by ILRI

Accommodation: Responsibility of the Student Associate and Attachment Associate

Meals: Responsibility of the Student Associate and Attachment Associate

Allowance: USD 100 per month
Travel: Responsibility of the Student. If official travel needs to be undertaken, the cost will be covered by the project (as indicated in paragraph G of the introductory section)

Personal effects: No baggage allowance

Insurance: ILRI will provide AD&D and medical insurance coverage

Training and Admin Fee: USD 100 to be paid to the CaSt unit

Research facilities: Provided by the concerned program/Project of ILRI

Reporting: The Student Associate and Attachment Associate must provide a comprehensive report of his/her activities at ILRI to the Manager, CaSt, through the supervisor (as indicated in paragraph C of Attachment Associate and Student Associate section)

Student Associates may be sponsored by ILRI partners. However, if funds are administered through ILRI, all of the above conditions will apply. Regardless of the source of funds, regulations other than those affecting stipends and allowances apply.

1. For more details on the benefit, please see Annex 1.
Section two: Technical Associates

a. Eligibility

Technical Associates are technical or scientific staff of ILRI’s partner institutes who comes to ILRI at the request of their employer for short-term individual training.

b. Application and selection

This program has an orientation towards staff coming from research activities associated with the institute. Technical Associates can be placed at ILRI Ethiopia, ILRI Kenya and the outreach sites.

Applications, for periods of up to six months, come from the nominating institution with a) clear indication of the techniques or methods to be learnt; and b) curriculum vitae of the individual to be trained. Self-nominations are not accepted. All applications are sent, to Manager of CaSt, where appropriate copied to relevant project/program leader.

All applications are discussed with the relevant ILRI staff by the Manager of CaSt and it is the prerogative of the ILRI scientist to agree to, or reject the application, to ask for more information or to defer the training to a more convenient time. Acceptance is also dependent on funds being available. Each Technical Associate is given a contract prepared by CaSt.

c. Supervision and reporting

When accepting a request to train, the concerned ILRI program/project is asked to confirm the dates and duration of the training, and name the supervisor for the trainee. These details are communicated to the nominating institute for acceptance before the associateship is confirmed by CaSt.

The ILRI supervisor is responsible for all technical and research matters and CaSt Unit is responsible for all non-research and administrative functions.

Before departure from ILRI the trainee is required to prepare a report on the training received. This report, endorsed by the ILRI supervisor, is submitted to the Manager of CaSt through the supervisor. Following its acceptance, a copy of the report together with ILRI’s response will be sent by the Manager of CaSt to the trainee’s nominating institution. The associate is also expected to complete an evaluation form to share his/her experiences and possible suggestions for improving the program.

There is no extension for Technical Associates beyond a total of six months.

All Technical Associates are expected to abide by the ILRI Code of Behaviour for Trainees.

d. Terms and conditions of a Technical Associateship are:

Contract: Between ILRI, the Technical Associate and their employing institute

Duration: Up to six months, to be specified in advance by ILRI

Accommodation: For Technical Associates who do not live within commuting distance to the training site, depending on the space availability ILRI will provide single room accommodation on site or bed and breakfast at an appropriate hotel. The costs have to be covered by the Associate.

Meals: The responsibility of the Associate.
Allowance: ILRI will provide an allowance of USD 5 per day to be given in local currency for incidental expenses. The cost will be recovered from the sponsor.

Leave: None

Travel: Economy class travel by the most direct route from home institution to ILRI and return is the responsibility of the associate/nominating institution. If official travel is needed to implement the research assignment, this will be covered by the project.

Training and Admin fee: USD 200 to be paid to CaSt Unit

Insurance: ILRI will provide AD&D and medical insurance coverage.

Research: Provided by the concerned program facilities.

Reporting: The Technical Associate must provide a comprehensive report of his/her activities at ILRI to the Program, CaSt prior to departure.

Technical Associates may be sponsored externally to ILRI. However, if funds are administered through ILRI, all of the above conditions will apply. Regardless of the source of funds, regulations other than those affecting stipends and allowances apply.
Part Three: Long-term individual training

Section one: Research Fellows

a. Eligibility

Research Fellows are staff scientists of universities and research institutes in developing countries and undertaking work in their institutions in similar research areas to those at ILRI. They come to ILRI for up to a maximum of 18 months to undertake non-degree related training in research methodologies. This program intends to benefit the future research capability of the Research Fellow and his/her home institution.

b. Application and selection

Applications come from a nominating institution which will usually be the employer of the applicant with a) clear indication of the assistance being sought from ILRI, and b) the curriculum vitae of the prospective Research Fellow. Self-nominations are not accepted. It is envisaged that Research Fellows will join ILRI to learn and participate in research methodologies, to discuss design and plan collaborative research, or to analyse and write-up research results. Applications are sent to the Manager of CaSt.

Each application is discussed with the relevant ILRI program, or outreach site and ILRI staff members have the opportunity to agree to, reject or defer the application. Acceptance of an application is dependent on the availability of time and funds. Each Research Fellow is given a contract prepared by the CaSt unit.

c. Supervision and reporting

When accepting a request for a Research Fellow, the ILRI program or outreach site is asked to confirm the dates and duration of the fellowship and name the supervisor for the Research Fellow. These details are sent by CaSt unit to the nominating institution and the potential candidate before award of the fellowship is confirmed and before he or she travels to ILRI.

The ILRI supervisor is responsible for all matters pertaining to the work program, and the CaSt coordinates all ILRI non-research and administrative functions.

Before departure from ILRI, the Research Fellow is required to prepare a report on the work accomplished and present a seminar to ILRI staff. This report, endorsed by the supervisor, is submitted to the Manager of CaSt.

Following its acceptance, a copy of the report together with ILRI's response is sent by CaSt to the nominating institution. The Research Fellow is also expected to complete an evaluation form to share his/her experiences and possible suggestions for improving the program.

Research Fellowships are not extended beyond a total period of 18 months.

All Research Fellows are expected to abide by the ILRI Code of Behaviour for trainees.

d. Terms and conditions

Contract: Between ILRI, the Research Fellow and the nominating institution.
Duration: Three to 18 months in blocks of three to six months depending on satisfactory review (with an initial probationary period of three months for contracts expected to exceed six months). Termination is 30 days notice by any party.

Accommodation: The Research Fellow may live on or off site. If he/she is accommodated on site, ILRI provides single room accommodation at ILRI on going rate. If he/she lives off site, he/she will receive a housing allowance of up to a maximum of USD 500/month depending on the availability of funds, and the location of the fellow. This cost will be covered by the nominating institute/donor supporting this fellowship. No national Research Fellow who is living within commuting distance to the duty station will be entitled to a housing allowance from ILRI.

Allowance: USD 500–1000 per month depending on the availability of funds to cover meals and other incidental expenditures. The said amount will be paid to the Research Fellow in equivalent local currency of the duty station country. This cost will be covered by the nominating institute/donor supporting this fellowship.

Travel: If travel will be involved during the contract period, the actual expenditures will be covered by the project directly and will be reimbursed by receipts.

Leave: The Research Fellow shall be entitled to two working days leave per month for fellowships which exceed six months. Leave may be taken if research commitments permit but may not be carried forward for more than one year. No payments will be made in lieu of lost leave. Leave request must be made through the supervisor to the Manager of CaSt.

ILRI may, if funds permit and if the duration of the fellowship is to exceed one year, provide one roundtrip economy/excursion ticket at the end of the first year to enable the Research Fellow to take home leave.

Personal effects: Research Fellows will be entitled to shipment of up to 150 kg unaccompanied luggage with an insurable value not to exceed USD 2500 for initial and terminal travels. Subject to availability of funding ILRI will meet the costs of airfreight shipments of unaccompanied luggage that have been approved in advance, including expenses incurred for packing and insurance premium. This cost will be recovered from the nominating institute/project/donor supporting the fellowship.

Research facilities: Provided by the concerned program

Training and Admin fee: USD 200–250 to be paid to the CaSt unit

Insurance: ILRI will provide AD&D and medical insurance coverage

Supervisor: An ILRI program staff member who agrees in advance to assist the Research Fellow will be the ILRI supervisor
Seminars: For fellowships of three to six months, a seminar at the end will be required. For fellowships that exceed six months the Research Fellow will be expected to give seminars at the beginning and at the end of the study.

Reports: The Research Fellow (whose contract exceeds six months) must submit a six monthly progress report to the CaSt unit. The Research Fellow, whose contract is between three to six months, must submit his/her report before departure from ILRI.

Property rights: Title rights, copyrights, patent rights or any other intellectual rights generated during or generated from data collected and analysed during the contractual period are subject to ILRI policies on intellectual property rights.

Status: Research Fellows are not staff members of ILRI and therefore subject to policies and procedures laid out in the ILRI Training Policy and Procedures Manual (TPPM) and not by the ILRI Personnel Policy Manual (PPM).

Research Fellows may be sponsored externally to ILRI. However, if funds are administered by ILRI, all of the above conditions will apply. Regardless of the source of funds all regulations other than those affecting stipends and allowances will apply.

e. Publication of scientific papers by ILRI Research Fellows

Research Fellows at ILRI may be expected to undertake and complete a research project, although the results of such research will not be available to the wider scientific community unless they are published in a peer-reviewed journal. Furthermore, the impact of the work of ILRI and the continuation of donor support to ILRI, depends on the publication and the use of the results of the institute's research. The requirement for Research Fellows to publish that part of their work suitable for peer-reviewed journals therefore is implicit in the program.

- ILRI encourages Research Fellows to publish their work as soon as possible, including during the ILRI fellowship.
- The inclusion and order of the Research Fellow and other ILRI scientists should be discussed and agreed before preparation of a manuscript starts. This applies to papers prepared during and after the Research Fellow's time within an ILRI laboratory or field site.
- All papers resulting from work done at ILRI during a Research Fellowship must be published as an ILRI paper.
- Where the research was funded by a special project, the donor should be acknowledged.
- It is an absolute requirement for the Research Fellow to send ILRI copies of all papers published from the research done at ILRI. Copies should be submitted to the ILRI supervisor, relevant research program leader and the CaSt unit.
- Research Fellows should understand that data collected with the intellectual, material and/or financial support from ILRI is the property of ILRI. Research Fellows are part of collaborative ILRI research teams, and other ILRI scientists may be dependent on the work to be published by the Research Fellow to publish their own results.
- All Research Fellows are required to deposit a complete and fully documented data set arising from the Fellowship with his/her ILRI supervisor before leaving ILRI.
- The institute recognizes the right and need of the Research Fellow to publish his/her work without prejudice. During the tenure of an ILRI fellowship and for a period of one year after a Research Fellow has left ILRI, ILRI will consult in writing with the Research Fellow before referring to or using the data.
so as to ensure that the Research Fellow’s referring publications are not compromised. This does not apply to ILRI using summaries or highlights of a Research Fellow’s work in ILRI Annual Reports, or reports to donor agencies.

- After that one year, ILRI reserves the right to refer to or use the collected research data. Full acknowledgement will be given, but the Research Fellow will not necessarily be consulted.
Section two: Graduate Fellows

a. Introduction

The ILRI Graduate Fellowship is primarily intended for NARS employees undertaking MSc or PhD studies and who have completed their preceding BSc or MSc or equivalent degree. Awards are for up to three years. For PhD awards university registration prior to joining ILRI is strongly preferred but not essential. For MSc programs, the awardee would have been registered and have already successfully completed his/her course work.

The Fellows are required to work on a project related to existing ILRI research protocols. Each Fellow has an ILRI supervisor. They join the institute for a period of 6 to 36 months, depending on the nature of their research and their degree registration. ILRI provides financial support, supervision and research facilities for the period of the Fellow’s study at the institute and will also provide supervision and research support for students who come with outside funding. Awards will be competitive and selection of the students will depend upon their academic excellence and on their particular interest. The size of the Graduate Fellow program is limited by the availability of ILRI supervisors and research facilities and funding.

b. Identification of potential Graduate Fellow projects by ILRI scientists

ILRI scientists identify projects within their existing or planned research protocols that are suitable for Graduate Fellows. This is the mechanism for initiating and sustaining graduate education at ILRI.

A brief description of each potential Graduate Fellow project is prepared for each research protocol by the executing scientist; this description sets out the area of research, outline objectives and methodology, location of the research, expected duration and the supervisor. The description does not exceed two-typed pages. The research description for MSc student’s project should require not more than 18 months and have a less complex structure and methodology than for PhD students, whose projects may extend up to 36 months. The project descriptions are prepared before the program planning meeting each year.

The CaSt Manager with the Program Leader will identify and prioritize Graduate Fellow openings for the following year so that the program can be efficiently coordinated and implemented.

c. Application and selection

ILRI cannot provide opportunities for large number of individual trainees. It is therefore important that the institute offers opportunities to the best and the most appropriate applicants; the best in the academic sense, the most appropriate for furthering ILRI’s collaboration with NARS, and for helping to achieve ILRI’s own research goals. ILRI therefore spends a great deal of time and effort in selecting its Graduate Fellows.

The regulations and procedures set out in this section apply to all Graduate Fellows wherever they come from and whether they are funded by ILRI, special projects or with their own non-ILRI funds.

Graduate Fellow positions are advertised through the CaSt and other mechanisms as appropriate following a) approval of the proposed project by Program Leaders and b) acceptance by CaSt that the project is suitable for a Graduate Fellow position.

Applications for all training activities should be made by the employing and/or the registering institution. Individuals will not generally be considered on their own applications. An official ILRI application form will be provided on request, depending on the requirement of the supporting agency.
Emphasis is given to applicants from NARS but ILRI recognizes the opportunity and benefits of selecting a limited number of Graduate Fellows from developed countries or Graduate Fellows from developing countries who are not employed by NARS. Such Fellows will have external funding.

Each application is discussed with the Program and Project Leaders and matched against the descriptions of advertised Graduate Fellow openings. No application is allowed to proceed if it is not accepted by a research program, and particularly by an ILRI scientist who can give assurances on the availability of facilities/transport etc, and on his/her willingness to supervise and take responsibility for the applicant.

For each selected applicant, a letter is sent to the nominating institution/registering university explaining the terms of the fellowship, outline of research description and name of the ILRI supervisor (and including the supervisor's curriculum vitae). The registering university is asked to ensure that the ILRI supervisor is fully recognized by the university as an official supervisor of the student.

To ensure that ILRI’s resources for supervision and facilities are used to the best effect, Graduate Fellows are selected competitively.

Each Graduate Fellow is given a contract prepared by CaSt. The contract must be signed by both an authorized official of the home institute, an authorized official of the registering university and the awardee and returned to ILRI before any training can begin. Each contract is subject to annual review and renewal, but will be for a stated maximum period not to exceed 18 months for MSc students and 36 months for PhD students.

d. Preparation of the research proposal

After arrival at the study site, each Graduate Fellow works with the ILRI supervisor and other appropriate ILRI staff e.g. biometrician, clinical veterinarian, epidemiologist to prepare a research proposal based on the original outline description. Any substantial alteration to the description must be approved by the research Program Leader and with CaSt. The proposal is prepared in the format of registering university, or if there is no laid down format then ILRI requires a proposal with:

- a succinct but clear title;
- an introduction which sets out the relevant scientific background;
- the objectives;
- the methods and experimental designs to be used and data analysis;
- a list of pertinent references and general time frame for the whole study; and
- a more detailed time plan for the first 6 months.

The proposal should also make clear the requirements for laboratory and field support staff, and include a separate outline budget for the study. Unless the registering university requires otherwise, the proposal should be about 5 double spaced typed A4 pages for an MSc student and about 10 pages for a PhD student. The ILRI supervisor signs the proposal to indicate approval.

The proposal will be considered by the research program and may be accepted or returned for amendment. The accepted proposal is sent to the registering university for their consideration. (ILRI encourages the involvement of the university supervisor in the preparation of the proposal). All approved proposals are kept by the CaSt units, a copy forwarded to the Program Leader and supervisor.

e. Supervision, reporting and annual review

In addition to the university supervisor, each Graduate Fellow has one ILRI supervisor. The Fellow may contribute to more than one ILRI protocol (in which case he/she is informed in writing to which protocols he/she is contributing to), and may have additional advisers.
The CaSt Unit is responsible for all ILRI non-research, educational and administrative functions and interactions with other ILRI programs for accommodation, travel, health care, stipend etc.

In the event of a dispute between a Graduate Fellow and the ILRI supervisor, the issue is brought to the Manager of CaSt who together with the research Program Leader participates in discussing and resolving the dispute. If still unresolved, the issue is brought to the Management Committee by the Manager of CaSt.

Students are required to submit a quarterly progress report on their work. The research proposal constitutes the first report, and the thesis will be the final report. In between each student prepares reports according to the format established by CaSt indicating the result of the three months period, identifies problems and provides a work plan for the next three months.

For uniformity in style and content the report should follow the format below:

- title of project
- name of Graduate Fellow
- name of ILRI supervisor who endorses the report before submission
- reporting period
- objective of study in 1 or 2 sentences
- progress upto the start of previous reporting period—maximum half page
- objectives/workplan of the reporting period—list
- progress during the working period—indicate any problems
- workplan for the next three months
- workplan for the remainder of the fellowship with projected completion date
- any additional comments (please use the relevant form developed by the CaSt Unit).

The reports are submitted through the supervisor to the Manager of CaSt for review. Copies are sent to the registering university/nominating institution with an ILRI response or comments.

**All Graduate Fellows are reviewed annually.** The progress reports are used to assess the work of each Graduate Fellow and to decide on whether the student will be allowed to continue studying at ILRI. Absence of reports or an unsatisfactory report may lead to suspension or even discontinuation from research at ILRI.

If annual visits by the university supervisor are required, these are coordinated and organized by the CaSt Unit.

No ILRI scientist is allowed to supervise **more than four Graduate Fellows** at any one time.

All Graduate Fellows are expected to abide by the ILRI Code of Behaviour for trainees.

**f. Extensions**

Provided the project of each Graduate Fellow is well designed and a realistic time schedule is agreed at the outset and good supervision is maintained, there will be few grounds for extension to the study period at ILRI. Requests for extensions from Graduate Fellows will be strongly discouraged. The study programs for MSc students will be within the period 6–18 months and for PhD students, 6–36 months.

Nevertheless, extensions warranted by circumstances, may be requested. Such requests should be made to the Manager of CaSt through the ILRI supervisor. These regulations apply to ILRI funded and non-ILRI funded Graduate Fellows.
Requests for extension for both MSc and PhD students will be reviewed by the Program, with Manager of CaSt based on the following considerations:

1. if the study program has been disrupted for reasons beyond the control of the student and which have been highlighted as problems in the progress reports (e.g. long term non-availability/non-functioning of major items of equipment, reagents or animals) then the full fellowship may be extended for a period not to exceed six months and be funded by the research program as during the normal term of the fellowship. Before the extension is granted there will be a meeting between the ILRI supervisor, Program staff, Manager of CaSt and the student to agree to a revised work program not to exceed six months. The university supervisor/nominating institution will be consulted and kept informed.

2. if the justification for an extension is not based on problems outside the student’s control, then the Graduate Fellow may be granted continued access to field and laboratory facilities for a period not to exceed six months, retain all ILRI granted insurances and departure allowances but no stipend will be provided;

3. the research program may request the extension because of the importance of the project. In this case an extension may be granted subject to the agreement of the registering university/nominating institution but the full costs will be borne by the program. Such an extension will not exceed six months.

4. Only one extension not exceeding six months will be granted.

g. Field and laboratory assistance to ILRI Graduate Fellows

An essential component of the work of all Graduate Fellows is to learn and use all the procedures, techniques and requirements of their research; learn, not just be familiar with them at second hand. It will not be possible to defend a thesis if the Graduate Fellow has not personally carried out all procedures and techniques, nor will the Graduate Fellow be able to give effective direction and supervision to junior and support staff later in their careers if they have not completed all the requirements of research, however mundane.

- Graduate Fellows at ILRI are not automatically entitled to any technical assistance (this applies to all Graduate Fellows, ILRI funded or non-ILRI funded).
- Research projects should be designed as far as possible without the need of full-time assistance. Any projects that will require assistance must identify that assistance, and all help requested must be justified. The approval of any help will be in line with the following guidelines.
- Data collection and analysis is the personal responsibility of the Graduate Fellow, and must not be entrusted to others.
- It is recognized that a Graduate Fellow may need help with the care and handling of experimental animals; planting, weeding and harvesting of crops; and with surveys. However, any help that is approved will conform to the following:
  - assistance with animals will be for the care and handling of the animals only, and will only be for the period of experimentation;
  - help with planting, weeding and harvesting will be on a daily casual basis and the conversion of such help into permanent field assistance will not be accepted;
  - Graduate Fellows with animal or plant experimentation covered by i) and ii) above should not use temporary field assistants for data collection;
  - surveys must be carefully discussed with the ILRI supervisor before each survey begins to establish the areas to be covered, questionnaires to be used, and the number of helpers required. The Graduate Fellow must archive and document regular contact with all field helpers to show that the
Graduate Fellow has control over the quality of the data being collected. It must recognize that this may limit the size, extent and location(s) of the survey.

- Graduate Fellows must adhere to the rules of Good Laboratory Practice, and to those of the ILRI Animal Care and Use Committee. Regulations may not permit a Graduate Fellow to perform his/her own experimentation on animals and this must be taken into account as Graduate Student projects are designed.
- For laboratory-based research projects, Graduate Fellows will be taught the necessary techniques and assistance will be available to help solve technical problems. But Graduate Fellows must plan and undertake all laboratory experiments, and all routine sample analyses. Laboratory-based Graduate Fellows will not have an automatic right to laboratory assistants.
- Graduate Fellows with a field-based research project that requires routine laboratory analysis will undertake the laboratory analysis of all samples, following suitable instruction and with help to solve technical problem. The time required for the collection and analysis of samples must be budgeted for.

h. Publication of scientific papers by ILRI Graduate Fellows

The purpose of a Graduate Fellow position at ILRI is to enable an excellent research project to be undertaken and completed. Although the results of the research will be presented in a thesis, they are not available to the wider scientific community unless they are published in a peer-reviewed journal. Furthermore the impact of ILRI and the continuation of support to ILRI’s activities depend on the publication of the results of the institute’s research. The requirement for Graduate Fellows to publish their work is implicit therefore in the program.

- ILRI encourages Graduate Fellows to publish their work as soon as possible, including during the tenure of the ILRI fellowship. However, it is recognized that the Graduate Fellow must abide by any regulations of the registering university concerning publication before submission and defence of the thesis.
- Where necessary, the papers should carry the statement describing the work as being part of a higher degree submission.
- The Graduate Fellow must be the first author.
- The inclusion and order of other authors, from ILRI and the university should be discussed and agreed before preparation of a manuscript starts. This applies to papers prepared during and after the Graduate Fellow’s time within an ILRI laboratory or field site.
- All papers resulting from work done at ILRI during a Graduate Fellowship must be published as an ILRI paper (jointly with the registering university, if necessary).
- Where the research was funded by a special project, the donor should be acknowledged.
- It is an absolute requirement for the Graduate Fellow to send ILRI copies of all papers published from the research done at ILRI. Copies should be submitted to the ILRI supervisor, relevant research program leader and the CaSt Unit.
- Graduate Fellows should understand that data collected with the intellectual, material and/or financial support of ILRI is the property of ILRI. Graduate Fellows are part of collaborative ILRI research teams, and other ILRI scientists may be dependent on the work to be published by the Graduate Fellow to publish their own results.
- All Graduate Fellows are required to deposit a complete and fully documented data set arising from the Fellowship with his/her ILRI supervisor before leaving ILRI.
- The institute recognizes the right and need of the Graduate Fellow to publish his/her work without prejudice. During the tenure of an ILRI Fellowship and for a period of one year after a Graduate Fellow has left ILRI, ILRI will consult in writing with the Graduate Fellow before referring to or using the data so as to ensure that the Graduate Fellow’s thesis and publications are not compromised.
This does not apply to ILRI using summaries or highlights of a Graduate Fellow's work in ILRI Annual Reports, or reports to donor agencies. After that one year ILRI reserves the right to refer to or use the collected research data. Full acknowledgement will be given, but the Graduate Fellow will not necessarily be consulted.

i. Thesis preparation and submission

Thesis preparation should be started while at ILRI and will be expected to result in a good draft text before the Graduate Fellow leaves ILRI. This may be completed at the registering university. However, the university is required to ensure that the ILRI supervisor is properly consulted during and after the thesis preparation, and is required to sign the thesis or be fully acknowledged as an officially recognized supervisor, and participates in the examination of the thesis, according to the university regulations. Note, however, that unless project funds have been specifically sought for, travel to the viva voce, ILRI will not fund the travel of the ILRI supervisor.

The ILRI supervisor is responsible for ensuring that the contents of the thesis are relevant only to the originally agreed and approved research proposal.

The CaSt Unit will require two copies (one hard and one soft copy) of the thesis from every Graduate Fellow working in ILRI. One copy will be deposited in the ILRI library, and one (soft copy) kept in the CaSt Unit so that the section can fully and centrally document its work with Graduate Fellows. A photocopy of a thesis prepared by a Graduate Fellow who worked in a zonal site will be sent by the CaSt Unit to the zonal site.

j. Terms and conditions

Eligibility: Graduate Fellows are guided by the policy and procedure manual of CaSt. Those undertaking PhD programs must be in possession of an MSc (or equivalent). Awards are for up to three years. For PhD awards university registration prior to joining ILRI is strongly preferred but not essential. For MSc programs the awardees will already be registered and have already successfully completed his/her course work.

Contract: Contracts will be between ILRI, the Graduate Fellow, the employing institute and the registering university.

Duration: Three to 18 months for MSc students and 3–36 months for PhD students, to be renewed after each year. Termination notice for all contracts is 30 days by either party.

Subsistence allowance: A predetermined subsistence allowance will be paid to Graduate Fellows during the period of training. The amount of allowance will be determined by availability of funds, location, and will be project specific. The allowance allocation shall also depend upon the nature of the program (PhD, MSc etc). Stipends will only be given during the time spent at ILRI under the direct supervision of ILRI.

An allowance of up to a maximum of USD 300/month (subject of availability of funds) will be given to cover accommodation. Only in

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2. Suggested minimum rate for budgeting purpose is USD 300/month for MSc students and USD 500/month for PhD students.
exceptional circumstances will nationals be entitled to a housing allowance from ILRI.

Meals: Responsibility of the Graduate Fellow.

Travel: The responsibility of the sponsoring agency where approved. If official travel is required during the tenure of the fellowship, this will be covered by the project in accordance with the ILRI travel/transport policy. ILRI will cover costs of travel by the most direct and economical route, at the beginning and at the end of the fellowship.

Leave: The Graduate Fellow will be entitled to two days per month for fellowships which exceed six months. Leave may be taken if research commitments permit but may not be carried forward more than one year. No payments will be made in lieu of lost leave. Leave requests must be made through the supervisor to the Manager of CaSt.

Provided funding is available at the end of the first and second year ILRI will provide economy or excursion ticket to the Graduate Fellow to enable him/her take home leave. He/she will be encouraged to take advantage of this to contact his/her home institution.

Training and admin fee: USD 200–250 to be paid to the CaSt unit.

Personal effects: Responsibility of the Graduate Fellow.

Insurance: ILRI will provide AD&D and medical insurance for the Graduate Fellow during the contract period.

Research facilities: Provided by the concerned program.

Supervisor: The ILRI staff member who is the originator of the research proposal will, if accepted by the registering university, be the ILRI supervisor to the Graduate Fellow.

Whenever possible, the ILRI supervisor will be an official university supervisor assuming honorary status at the university. Internal university supervisors will be expected to visit the Graduate Fellow each year.

University registration: Graduate Fellows will normally be registered at a university and have successfully completed any compulsory course work. ILRI may register the Graduate Fellow at an appropriate university if registration costs are met by external funds.

Thesis preparation: Where funds are available, ILRI will reimburse costs for photocopying and binding of six copies of the thesis against receipts. Two copies of the thesis (one each) must be deposited to the ILRI library and CaSt unit. It is expected that writing of the thesis is to be undertaken for the most part at ILRI.

Viva voce: The travel and accommodation cost of an official university recognized ILRI supervisor will only be paid by ILRI when external funds are available and earmarked for such travel.
Seminar: The Graduate Fellow will be required to present one seminar per year.

Report: The Graduate Fellow must submit a quarterly progress report to the CaSt Unit.

Property rights: Title rights, copyrights, patent rights or any other intellectual rights generated during or generated from data collected during the contractual period are subject to ILRI policies on intellectual property rights.

Status: The Graduate Fellow is not a staff member of ILRI and therefore subject to policies and procedures laid out in the ILRI Training Policy and Procedures Manual (TPPM) and not subject to the ILRI Personnel Policy Manual (PPM).

Graduate Fellows may be sponsored externally to ILRI. However, if funds are administered through ILRI, all of the above conditions will apply. Regardless of the source of funds all regulations other than those affecting stipends and allowances will apply.

k. Annual Graduate Fellows meeting

There is an increasing proportion of the ILRI Graduate Fellows work from ILRI Kenya and ILRI Ethiopia as well as in small groups in ILRI’s field sites. The students gain from their close involvement in field-based research teams but lack any real contact with ILRI as an institute. They have no sense of the community of ILRI scientists, or the community of their colleagues in the ILRI long-term individual training program, and finally they cannot have a full appreciation of ILRI’s concept of livestock production in developing countries.

Two separate annual 2–3 day meetings of all Graduate Fellows will be held in Kenya and Ethiopia.

The meetings may include some or all of the following topics and activities:

- introduction to ILRI and the programs and networks;
- introduction to the work of CaSt opportunities for continuous collaboration with ILRI; and
- two-day seminar by all GFs on their research work (open to all ILRI scientists).

The annual Graduate Fellow meeting at each of the campuses will provide i) a sense of collegiality; ii) an understanding of ILRI’s concept, strategic plan and work plan and its commitment to CaSt through networking; and iii) some ideas to think about, for further continuous collaboration.

l. General guidelines: Supervisors of Graduate Fellows

Candidates and degree registration

- Graduate Fellows will normally come to ILRI to undertake research on projects which have been identified through the existing programs. However, projects originating outside of ILRI but which have relevance to ILRI’s work will be considered if they are of specific benefit to NARS.
- Only under exceptional circumstances will applicants who are not attached to institutes within NARS be considered for a fellowship.
- Unless specified, all applications for training should come from the home institute and not from individuals themselves.
- Awards will be made to the institutes for the named individual as part of an organizational development program, e.g. development of research capacity.
• A Graduate Fellow undertaking a Master's degree will only come to ILRI after completion of course work which includes appropriate study in areas such as agronomy, animal science, physiology, immunology, biochemistry and experimental design.

• Graduate Fellows undertaking PhD degrees will only come to ILRI if they are in possession of a Master degree or suitable equivalent. Although it is possible to go straight to a doctoral degree from a bachelors this is considered inappropiate for Graduate Fellows at ILRI as the institute cannot provide the necessary background course work. For Graduate Fellows from Francophone countries, where masters degrees are often not awarded (although a DEA is an equivalent), or for the exceptional cases for other students without MSc degrees, registration will be considered on a case by case basis.

• Graduate Fellowships for masters research projects and doctoral degrees will be limited from 6 to 36 months. Only under exceptional circumstances will extensions be granted (see Extension section).

Supervision

• The Graduate Fellow's research work at the ILRI duty station must be reviewed and assessed annually by his/her University supervisor. This will allow the opportunity to discuss with the ILRI Supervisor and the Graduate Fellow issues and problems (if any) related to the graduate study;

• Graduate Fellows will have one ILRI supervisor and may have additional advisors.

• The ILRI supervisor must meet the minimum requirements of university supervisors. Although a suitable combination of qualifications and experience will be the major requirement this means that they should be at least scientist grade and have an acceptable number of publications in refereed journals.

• New Graduate Fellows must be critically assessed over the first few months. In order to accomplish this, the ILRI supervisor will provide a critical assessment of the Graduate Fellow's scientific ability at six months. Reports, internal seminars and other assignments are suggested. Based on these evaluations, fellowships will be continued or discontinued. Not all candidates have the ability to complete a graduate research program and this hard fact must be recognized. PhD awards are not for technical expertise alone.

• Graduate Fellows must be educated and encouraged to be leaders, not merely trained. It is possible that Graduate Fellows from ILRI will, on their return, only work in the area of their degree program for a short period before being given other responsibilities. The research program and the time at ILRI must therefore include more than technical expertise. Many Graduate Fellows are the future leaders of their university or institutes and some will be policymakers within the NARS or government. Supervision, particularly at the PhD level, is not merely overseeing a research hypothesis; it is assisting in a learning process. The Graduate Fellow's supervisors and advisors must assist in this process.

• Graduate Fellows are to be encouraged to being writing their thesis as soon as possible. For a doctoral thesis it is suggested that the introduction, literature review and references will be in good draft form at the end of year 1. Methodology should be written by the end of year 2 and experimental chapters/data collection should also be well advanced by the end of year 2, leaving only the discussion conclusion and summary to complete after bench work is finished in year 3.

• Publications should be prepared before leaving ILRI. In order to facilitate this results and analysis chapters of thesis should be presented in a form suitable as the basis of publications.

General policies

• The Graduate Fellow will provide a quarterly report through the ILRI supervisor to the Manager of CaSt for onward transmission to the University supervisor and the nominating institution.

• Graduate Fellows will be encouraged to continuously interact with their home institutes during their graduate program. They should be fully aware of what is expected of them on their return after completion of their graduate programs. They should be aware of what is, and what is not possible
in their home institute. If they intend continuing with research and funding is not likely from within their own institute, encouragement and advice should be given to apply for external funding. ILRI cannot provide such funding but can assist graduates to apply for re-entry grants to support research once they return home. Returning Graduate Fellows should never be surprised by what is available at home; they should be aware of it throughout the program.

- Follow up of past Graduate Fellows is essential. These are the future senior personnel within the NARS. Collaborative programs between ILRI and NARS will benefit from this approach. Consideration should be given to such joint projects before departure of the Graduate Fellow. ILRI will make every efforts to keep in contact with the alumni on a regular basis.

m. Specific guidelines: Supervisors and Graduate Fellows

1. Supervisors
   - Maintain thorough familiarity with the relevant rules and procedures for the degree (e.g. residential requirements etc.) and regularly draw the attention of the Graduate Fellow to aspects pertinent to them;
   - Plan with the Graduate Fellow an appropriate program of research ensuring that the program of research can reasonably be expected to produce sufficient results within the time available which will not require extension to the fellowship;
   - Provide the candidate with adequate basic facilities to complete the agreed research program;
   - Meet the candidate at regular intervals to discuss, assess and guide the progress of the work;
   - Advise the Graduate Fellow on the scope and presentation of the thesis;
   - Read drafts of the major sections of the thesis as they are prepared and comment critically on the thesis before it is submitted for examination;
   - Impress upon the Graduate Fellow the need to reassure that the thesis conforms with any word limit imposed by the MSc/PhD regulations and for care in proofreading the thesis, so as to reduce the need or amendments at a later stage;
   - Inform the candidate as soon as possible of any expected absences and of alternative arrangements for supervision;
   - Notify the Graduate Fellow first if he is not making satisfactory progress or otherwise not fulfilling the conditions laid down for the program of research or appears unlikely to reach the required standard of the degree. If after a reasonable period of time (say two months) the situation remains unchanged, the supervisor shall so report to Manager of CaSt.

2. Graduate Fellows
   - Nominate an appropriate area for research, prepare a proposal and discuss with the supervisors;
   - Formulate specific problems for research and plan the thesis in consultation with the supervisor;
   - Meet the supervisor at regular intervals to discuss the progress of the work, and communicate through the ILRI supervisor with the University supervisor;
   - Submit drafts of the major sections of the thesis to the supervisor as they are prepared, and discuss them with the supervisor. The final draft of the thesis should be submitted to the ILRI and University supervisors for advice and comment before the final preparation of the thesis is completed;
   - Be familiar with the rules and procedures for the degree (e.g. regulations concerning residential requirements etc.);
   - Complete all written reports that the supervisor and the MSc/PhD Committee may require;
   - Inform the supervisor of any significant factors (academic or personal) which might affect the program of research, so that the necessary amendments to conditions of candidature (e.g. suspension or extension of candidature etc.) can be sought from the PhD Committee if necessary.
Part Four: ILRI group training courses

Section one

a. Introduction

The focus of the ILRI training programs is on the staff of national agricultural innovation systems, particularly those working in ILRI associated networks, and institute which has a mandate to train livestock scientists. This is the strategy for group training courses, as well as individual study programs.

Given the wide disciplinary spread of ILRI's commitments to livestock production, and the increasing strength of the ILRI associated networks, there is a clear need for ILRI to maintain an overall plan and strategy for all the training courses with which the institute is involved.

The overall plan and strategy will ensure that:

a. there is a central point of information on all ILRI courses, student participation, evaluation etc.;

b. there is no duplication of courses, or of components of courses, nor the omission of important topics from the complete schedule of courses;

c. ILRI staff is fully involved (see Part 5) in the development of the Training Materials and Methods;

d. the utilization of ILRI scientist's time in training activities is planned and coordinated and recognized.

ILRI presents core courses, program courses and network courses. The separation of courses into these three categories is not absolute, but it provides a structure for the purpose of design, targeting and implementation.

Core courses are designed based on identified need and implemented jointly by the CaSt unit, the research programs of ILRI and at time in collaboration with other CGIAR centres. They have course contents that go across program boundaries, and which are of basic importance to either NARS or to ILRI. Their examples and illustrative materials are taken from all of ILRI's research areas.

Core courses will be grouped together into series of complimentary or progressive courses whenever possible. Core courses are aimed at scientists, trainers or Graduate Fellows, and NARS are encouraged to adopt/adapt the core course for their own use, but ILRI is likely to retain them in its schedule because of their basic importance. The extended life of core courses permits the development of a full range of accompanying learning and teaching aids. Participants for core courses come from relevant agricultural disciplines in NARS; emphasis in selection is given to applicants involved with ILRI associated networks and/or livestock related discipline.

Program/project courses are specific to the objectives of a particular research program. They address issues or topics in a way, and with contents, that clearly promulgates ILRI's view of livestock production and sustainable development. They take a broader view of issues than network courses. As a result it is expected that program courses will together encompass the components of the ideal livestock production system. Like the core courses, program courses are aimed at either scientists or trainers and have accompanying learning and teaching materials. Program courses are designed by the research programs, in collaboration with the CaSt unit, and are implemented jointly by CaSt and the respective Program. Participants in program courses are usually involved with ILRI associated networks.

Network courses will be initiated by the networks. The networks may decide to provide training on topics related to the mandate of ILRI; but specifically dealing with the purpose of the network. For those
network courses that do justify an input from ILRI, CaSt will provide support and assistance. This may include help with the development of the course content and accompanying teaching materials, selection of participants and the planning of lectures, and implementing the workshop.

For this to work, all the network courses must be planned in advance involving the CaSt unit with an agreed calendar.

In many instances, the network courses may be staged away from ILRI host countries. Then, suitable course location will be identified in the national research systems, where the necessary logistical support can be assured.

Each of ILRI’s courses is based on the existing work program and expertise of the institute. The design, content and schedule of the courses allow their presentation by ILRI staff and their partners. Where additional teaching staff are required they are sought from the national and international research systems, and particularly the ILRI associated network.

ILRI is not a university or a training college and therefore guards against attempts to give courses that are complete, academic presentations of the topic with detailed accounts of the underlying basic science or of reviews of the past literature which could be offered by other formal learning institutions. Rather, ILRI’s core, program and network courses focus on new results, pragmatism and the ideas and possibilities for future work in the course area. Only sufficient background material is given to provide a basis for understanding the new results and ideas. Each course includes time for discussion and the institute should not be afraid to present controversial ideas.

Courses composed largely or entirely of conventional classroom lectures offered by other institutes are to be avoided at all costs. The strength and advantage that ILRI presents for training is its strong research base. The institute’s courses therefore include as much field and laboratory work as possible. ILRI does not compete with national institutes and courses offered by universities throughout the world.

ILRI does seek collaboration with other CGIAR centres and other institutes to design and deliver courses that benefit from the expertise of these collaborating institutes. ILRI will also be a collaborator, where appropriate, in courses designed by other institutes. The intention of such collaboration is to provide NARS with better and more useful training opportunities.

b. Course design

The schedule of courses, technical coordinators and trainers for each year are completed and agreed by CaSt and the Research Programs/Projects before October of the preceding year. This permits ILRI scientists to budget their time before the year starts and allows for the planning and implementation of each course.

The following is a list of tasks that need to be accomplished before and after the staging of a course; and a suggested sequence for their accomplishment:

a. agreement between CaSt, Research Program and Network on the need for a course;
b. identification by the CaSt manager in consultation with the research program/theme of a technical course coordinator and the formation of a working group from CaSt and Research to design the course;
c. development of a course description and course title; agreement on expected benefits to participants; setting of education/work experience requirements of participants; definition of target audience; agreement on course duration and frequency;
d. development of course contents followed by brief description of the expected content of each session to give clear guidance to trainers;
e. design and integration of practical work and participant course work assignments into course structure; agreement on course timetable;
f. outline of expected training materials to be developed before and following the course;
g. agreement on location and language of course;
h. identification of resource persons/trainers and gaining their agreement to participate. The guidelines on course objectives, participants and outline of session contents to be provided;
i. approval by the Program Leader and Manager of CaSt of course title, description, contents and timetable, of the target audience, the sessions and contents, course location and for the proposed training materials (to be accomplished before October of the year preceding the first staging of a course);
j. develop and circulate course announcements;
k. develop training materials and make arrangements for course practical work, including field case studies, preparation of experimental field plots/sites, visits and participant reading/field work assignments;
l. assemble first draft of course training materials (lecture notes, practical work, fact sheets etc.) for use in the first course;
m. technical and training coordinators meet to ensure course planning proceeds satisfactorily;
n. selection panel meets to identify course participants; after the course has been given;
o. post evaluation assessment to be held within four weeks of the course ending, with a review of the contents, timetable, lectures, practical work, training materials, venue, logistics, and participants and reach agreement on any revisions for the next course; a report on the course to be submitted to the Program Leader, and Manager of CaSt.
p. course participants will be followed up to assess the relevance and usefulness of the course;
q. revise and further develop training materials for use at the next course.
c. Course management

The technical and administrative coordinators for each course work closely together and for various tasks. In the preparation of the Training Materials and Methods, staff is directly involved. However, the division of responsibilities between the two coordinators may be summarized as follows:

Technical coordinator

Development of course description and announcement, course outline, contents and timetable; identification and assignment of sessions; coordination of the development of training materials; provision of laboratory/field facilities and of technical equipment; pre- and post-course participant tests; selection of participants.

Administrative coordinator

Printing and distribution of course announcements, timetable, lecture notes, training materials, etc. including where necessary, their translation; receiving and organizing the list of applicants; communications with participants and non-ILRI lecturers; all arrangements for international and local travel, accommodation, meals, local currency allowances, lecture rooms and teaching equipment, and field trips. Note that all course participants will abide by the ILRI Code of Behaviour for trainees.
Section two

a. Eligibility

Group course participants are technical or scientific staff from the NARS who come to ILRI at the request of their employer for courses of two to three-week duration.

b. Application and selection

Courses are advertised regularly. Applications will be accepted only through a nominating institution. These should include the candidate's full name, postal address, fax, telex and telephone numbers, educational qualifications, recent duties and duties which the candidate will have after completion of the course. Application forms will be distributed by the CaSt unit. Incomplete nominations and self-nominations will not be considered.

All applications are discussed with the course Technical Coordinator and screened by a Selection Committee. Acceptance is also dependent on funds being available. Invitation letters are sent to all selected candidates by the CaSt unit at least 4–6 weeks before the start of the course.

c. Terms and conditions

Terms and conditions for training course participants:

Contract: Letter of invitation which serves as contract between ILRI, employer and trainee.

Duration: The designated period for the course will be announced. The course organizers will arrange appropriate accommodation and meals.

Allowance: A nominal daily allowance in local currency will be provided to cover incidentals.

Travel: For self sponsored courses the candidate is responsible for international travel. If sponsored by ILRI, an economy class air ticket (most direct route, home country–ILRI–home country) will be provided by ILRI.

Insurance: During the duration of the course, ILRI will provide insurance for accidental death and dismemberment and medical costs. The insurance for medical costs is limited to emergency cases only.

Non-NARS affiliated candidates with their own funding may be selected.

Details of the course content, dates and duration are communicated to the nominating institute for acceptance before the trainee is confirmed by the CaSt unit.
Part Five: Training materials

a. Introduction

ILRI training materials may be applicable to all training activities but probably geared towards group courses.

The intention is that each ILRI group training course will be accompanied by appropriate training materials. These are designed and planned by the CaSt Unit in close collaboration with ILRI’s scientific staff. Where relevant, staff from NARS and advanced research and training institutes will be commissioned by ILRI to contribute to training material development. This process is an integral part of the development of all new training courses. The materials are tested and modified in the light of the experiences gained from lecturers and course participants.

The CaSt staff provides the lead in the design and development of training materials and ensures that whenever possible the training materials produced have relevance beyond the ILRI training course and can be used, as appropriate, in colleges, training institutes, universities and research and extension institutes within the developing world.

ILRI training materials do not form a complete academic statement, but present new ideas, techniques or technologies, or summarise information for clearly stated and defined areas within livestock production suitable for use in other training events or as distance learning materials.

The CaSt staff advise and guide ILRI scientists on the best format for the information they seek to transmit. The formats may include:

a. written manuals in a modular form designed to be self-instructional with the modules having, for example an introduction, explanation with examples, field or laboratory exercises, reinforcing summaries and selected readings. Training manuals are not textbooks
b. slide presentations with an accompanying tape or booklet
c. case studies
d. fact sheets
e. illustrated booklets
f. posters
g. videos
h. computer-based instruction and
i. training packs incorporating several of the above.

Written manuals (or handbooks) are books that are convenient to use. Both the style of presentation and the physical format should encourage use and understanding. Manuals may focus on knowledge or skills, or both. In consequence, manuals can be of different types, such as:

- Technical manuals
- Teacher’s manuals
- Student’s manuals
- User’s manuals/guides.

The last three types support the delivery of the knowledge or skill contained in the technical manual. For example, ILRI could develop a technical manual on mastitis control in dairy herds. The teacher’s manual would outline what is required of a teacher to deliver effectively the message contained in the technical manual. Similarly, the student’s manual will tell students what preparation and steps they must undergo to
assimilate the information given in the technical manual. The users’ manual is written to explain how to safely and effectively use a specific technical package or piece of equipment.

ILRI will usually be involved in developing training manuals, which will function as complete stand-alone instructional guides and aids.

It is also important to be clear that training materials always include the following:

a. clearly stated objectives;
b. definition of terms and concepts;
c. core information;
d. summaries to reinforce what has already been presented (slides and power points);
e. a statement on the target audience;
f. key references (where relevant).

In addition, training materials must use a style of presentation that is appropriate to the target audience and which is learner-oriented, precise and clear. A central idea of training materials is that they help the student when he or she is out of contact with a teacher and the author of the materials. The main uses of the training materials can be as instructional aids for remedial instruction or self-learning packages. It is therefore necessary to motivate and arouse the interest of the student; to communicate understanding.

b. Procedure for planning and developing training materials

Proposals for new training materials come from three sources:

a. Core and program group training courses (to address emerging issues and program commitments);
b. Network training courses;
c. Research protocols.

Developing training materials takes time. Each new set of training materials has a coordinator/writer from a Research Program and a counterpart from the CaSt unit. These two are responsible for ensuring progress on the training materials.

Following agreement to prepare a new set of training materials, the outline contents, target audience and an appropriate format and style are agreed early in the process.

The scientific content of training materials is reviewed by the relevant ILRI Research Program.

The educational content and comprehensibility is the responsibility of the CaSt unit.

Training materials, particularly manuals, are tested in courses prior to their final publications. This testing is done over a period of about two years, and the new experiences and perceptions gained from trainers and trainees are incorporated in the material. The CaSt unit is responsible for coordinating all revisions found necessary, and is directly responsible for revising the educational content and comprehensibility, with ILRI scientists who are responsible for the scientific content.

ILRI training materials are official publications of the institute and as such are assigned relevant ISBN numbers and are included in the ILRI publications catalogue. They are available to interested parties according to the ILRI Publications Distribution Policy.
Annex 1. Details of medical coverage

1.1 Students cover, Nairobi

Inpatient benefit: KES 500,000 per student

Additional riders:

1. Outpatient cover: KES 50,000 per student
2. Maternity cover: KES 150,000 per female spouse/employee on fund administration basis.
3. Last expense: KES 30,000 per employee
4. Group Excess of loss of KES 1,000,000 per employee

Inpatient and outpatient benefits

- Treatment for pre-existing, chronic conditions
- Treatment for HIV/AIDS (including ARV drugs) up to KES 250,000 within the inpatient limit and up to the full outpatient limit.
- Inpatient dental and optical treatment resulting from an accident
- Expenses for first emergency C-section
- One pap smear per year for every female student within outpatient
- Treatment by a medical practitioner registered with the Kenya Medical Practitioners & Dentists board.

Maternity benefits for female students

- Ante-natal care
- Obstetrics and ultrasounds
- Routine lab tests
- Hospitalization (Normal or C-Section delivery)

Exclusions:

- Cosmetic surgery or beauty treatment
- Injury as a result of engaging in hazardous sports and activities
- Expenses as a result of war and civil commotion
- Intentional self injury, suicide, intoxication, alcoholism
- Chiropractors, acupuncturists or herbal treatment
- Family planning and fertility treatment
- Prophylactic treatment
- Nutritional food supplements
- Medical check-ups
- Stays at Sanatoria
- Dental and optical cover

Reimbursement claims administration

- A completed claims form duly signed by the consulting doctor
- For medicines purchased, a copy of the prescription and receipt of drugs purchased
- For investigations, a copy of the request for either laboratory or X-ray investigation and a receipt for the investigation done
- Medical reports where necessary
- Reimbursement claims are 100% refundable for outpatient claims
• Claim forms should be completed in full, signed by the medical doctor and must be sent within 90 days of the occurrence of the illness.

Scheme administration

• The scheme operates on credit basis within a network of accredited hospitals spread throughout the country.
• Identification within the network of hospitals is through membership photo cards only. (You can get this list from the Human Resources department)
• On admission the hospitals notify Jubilee within 48 hours
• Jubilee issues an authorization letter for all insured expenses and the bills are settled directly with the hospitals
• Fully documented emergency claims incurred out of the accredited hospital network are reimbursed 100% and 90% on outpatient
• Treatment must be by a medical practitioner registered with the Kenya Medical Practitioners and Dentists Board.

1.2 Trainees and Fellows—Medical care benefits through Van Breda & Co., Addis Ababa, Ethiopia

This benefit provides for the reimbursement of the costs for medical treatments resulting from accident, illness or maternity, prescribed by a physician and administered by a medically qualified person.

The costs are reimbursed at 80% with no deductible up to a ceiling of USD 1500 per insured per year in connection with expenses (excluding fees) incurred while the insured is inpatient in a hospital.

USD 1500 per insured per year with respect to expenses for outpatient treatments, such as doctors’ and surgeons’ fees, X-rays, laboratory examination, medicines, physiotherapy, dental care, orthopedic appliances, professional ambulance service to the first hospital where care is given etc.

The medical care benefit does not apply to:

• Expenses which are unreasonable and treatments which are not necessary;
• Dental prostheses and dental-facial orthopedics;
• Speorecles, eye-examinations for spectacles;
• Hearing aids;
• Spa-cures, rejuvenation cures and cosmetics treatments;
• Preventive health examinations;
• Psychiatric treatment, unless the insured is confined to a hospital

Accidental death and dismemberment

This benefit is granted in case of death or dismemberment occurring within 90 days of an accident.

The accidental death benefit amounts to USD 25,000. If within 90 days of an accident, the insured loses his sight or limbs, he will receive an amount of USD 25,000 – 50% of this amount is paid if the insured loses the sight of one eye or one limb.

Any payment made under the dismemberment coverage shall be deducted from the amount due for accidental death, resulting from the same accident.
Accidental death and dismemberment benefits are not payable for loss or death resulting from:

- self inflicted injury;
- commission or attempt to commit a felony;
- the insured being intoxicated or under the influence of drugs not prescribed by a doctor;
- the insured's active participation in a war, riots and strikes, civil commotion and other war-like operations;
- piloting an aircraft.